

Joint Board of Commissioners and Cemetery Board Minutes
March 19, 2009

Cemetery Board Members present: Members Joanne Williams, Lynda Midgett, Amy Etheridge, Ex-Officio David Twiford, Commissioner Walker-Liaison

Board of Commissioners present: Mayor Jamie Daniels, Commissioners Walker, Creef, Absent: Fry, Farrow, Burke and Collins

Others present: Town Manager Kermit Skinner; Finance Officer Shannon Twiddy; Town Clerk Becky Breiholz, Ray Meekins Seaboard Survey,

The Cemetery Board and Board of Commissioners meet in a joint meeting on Thursday, March 19, 2009 at the Manteo Town Hall meeting room

Mayor Daniels called the BOC meeting to order at 9:05 and Commissioner Walker called the Cemetery Board meeting to order as the Commissioner Liaison to the cemetery board.

MOTION: Commissioner Walker seconded by Commissioner Creef to amend the agenda to add update on the cemetery plotting and location of burial sites from Ray Meekins, raising fees for the old cemetery section, appointment of a Chair to the Cemetery Board was approved by all present.

MOTION: Member Williams seconded by Member Etheridge to approve the minutes of January 20, 2009 was approved by all present.

Discussion of establishing rules and regulations for the Cemetery for cremation-A draft text amendment was given to the members for review and will be made a part of these minutes. Finance Officer Shannon Twiddy would like to ask for clarification by a text amendment that they allow ashes to be interred in the old portion if they choose and that they limit the number of urns allowed in each site. Mr. Twiford commented that there is a difference by allowing someone to bury an urn on top of a casket or a grave site that has not be used and most cemeteries allow two urns per grave site. Member Midgett commented that she hoped that if she were cremated that they would allow for someone else to use the remainder of her grave plot and asked how many could be buried in a grave plot. Mr. Twiford commented that depended on the size of the urn and whether or not an urn vault is used. Right now we do not have a requirement for an urn vault but we do have a requirement for a vault for casket remains. Mayor Daniels commented that he will have staff draw this up and the first thing we will want is rules for the internment of ashes in existing

grave plot and if we want requirements for all urns to be placed in an urn vault. Discussed was the advantage of having urns placed in urn vaults and Mr. Twiford commented the advantage would be that the grave would sink in less. Mrs. Twiddy asked for consistency that whatever rules are applied they be applied to both cemetery sites. Commissioner Creef commented that it would be appropriate to have the urn placed in an urn vault. Staff will add the requirement to have an urn vault for both cemeteries. Mr. Twiford also commented that if you do not limit the amount of urns to two and allow four or five you will have a jumbled mess with headstones and markers. Markers were discussed and Commissioner Creef commented that he thinks that the markers should not exceed the boundary of the plot. Mayor Daniels commented that the number of ashes per site will need to be specified per site for the cremation site and the old cemetery. Courtney Gallop with Gallop Funeral Home asked them to be careful of the usage of the word cremation-it means the actual incineration of the remains; they need to be careful using that word. The word columbarium needs to be removed since it is a free standing structure and these will be in ground sites and Mr. Twiford commented he would call it a cremation garden. Mayor Daniels commented that he will discuss this with the Board. Section g of the text amendment was discussed and they will change the wording from appropriate to permanent grave markings. The amount for the deposit in section g was discussed and consensus of the members was for \$200.00 to be applied to both cemetery sections. Ray Meekins gave a report on the layout of the new portion of the cemetery; there are a total of 433 sites and he has concerns about access to the most easterly sites because of the vegetation. They can tighten up walkways or drop out the ones that are closest to the trees and shrubs. Consensus was since they have been marked off just leave them and not sell them unless necessary. They went back to discussion of the rules and regulations and they will change in Section 2-228 to say in ground cremation/urn/cremated remains; change (c) to shall. Mayor Daniels recapped the discussion so far for the rules: changing the word columbarium; changing appropriate to permanent; recommendation of a deposit from \$200-300 with \$250 being the average cost; markers shall be granite, marble or bronze; add language for rules of internment for cremated remains on existing plots; ashes need to be in urn vaults anywhere in the cemetery; number of ashes per site per plot or cremation site. Also (a) flat markers no greater than 2'x1'x .4" strike the period to read 2'x1'x4". Member Midgett asked if there was a portion of the cemetery spaces that has been reserved for the homeless and Mayor Daniels commented that previous employee Carol Lublow says yes but we do not know where they are. Mrs. Midgett commented she thinks it was 10 spaces in the old cemetery that were reserved for the indigent. Mrs. Twiddy commented that if they chose to designate spaces they need to have specific criteria for who is eligible. The cemetery board can determine who qualifies if the Board of Commissioner will allow them.

Cost of Cremation-Cremated remains burial sites were also discussed, who can buy them, can someone in Manteo buy for someone who does not live here? Deed restrictions were discussed. This cost is for who is purchasing the lot. Finding and laying off the grave sites were discussed; there was a problem several weeks ago when another funeral home was trying to dig a grave and Town staff is not equipped to find and lay out the grave sites and Mrs. Twiddy had to call Twiford's to come and locate the grave site. Mrs. Twiddy asked that a standard be set up that either the funeral home locate it themselves or we enter into some type arrangement for a fee or that Twiford's has the ability to lay them out and charge that fee to the person who is buried. It was recommended that a request for proposals ad be placed for someone to contract with the Town to be responsible to identify internment sites, proposals to be reviewed by the Cemetery Board for their recommendation to the BOC. The Committee suggested the following prices for cremation sites:

Purchase by Town of Manteo Resident	\$500.00
Purchase by Out of Town County Resident	750.00
Purchase by Out of County Resident	1000.00
Internment Fee	150.00

It was also recommended that a portion of the new section allow for the purchase of single grave sites and consensus was for sites 1-16 in the new section are used as a single section.

Ray Meekins gave an update on the project he is working on locating the graves in the old portion of the cemetery. He has found 482 headstones thus far.

Discussion of a chairperson for the Cemetery Board took place and Member Williams nominated Member Midgett seconded by Member Etheridge was approved by all present. The next meeting will be June 18th, 2009 at 9am.

A pet section was discussed, there are pets buried there. Developing rules and regulations were discussed and it would probably be very cumbersome; it was suggested possibly dedicating a piece of property for a pet cemetery. There was no objection to pets being buried with the owners provided the pet is buried inside the casket with them.

Mr. Meekins asked for direction on the platting of the new section and was informed to submit copies to the Board of Commissioner for their next meeting.

An update was given about the landfill request we made to the County and they are using it for the Senior Center.

Meeting was adjourned at 10:55.

Jamie Daniels, Mayor

ATTEST:

Becky Breiholz, Town Clerk

Chairman

Recording Secretary